



City of Concord, New Hampshire

CODE ADMINISTRATION

CITY HALL, 37 GREEN STREET, 03301

Phone: 225-8580 Fax: 225-8586

www.onconcord.com

APPLICATION TO ERECT A SIGN

Permit No. _____

(Please print or type)

1. Address where sign is to be erected: _____
2. Message (as shown on sign): _____
3. Name and Address of Property Owner: _____

4. Name and Address of Owner of Sign: _____
_____ Phone # _____
5. Name and Address of Company installing Sign: _____
_____ Phone # _____
6. Property information: a) Zone _____, b) Building Frontage _____(ft), c) Lot Frontage: _____(ft)
7. Type of sign: New _____ Relocation _____ Replacement _____
Affixed _____ Hanging _____ Awning _____ Window _____ Marquee _____
Freestanding _____ Monument _____ Marker _____ Roof _____
8. Materials to be used: _____
9. How and to what is sign supported? _____
10. Dimensions of sign: a) Length _____ (ft) x b) Width _____ (ft) = c) Total _____ (ft²)
(maximum of one (1) freestanding or building sign per application)
11. Height: a) Ground to bottom of sign _____(ft) b) Ground to top of sign _____(ft)
12. Illumination: a) None _____ b) Internal _____ b) External _____
(Internally illuminated signs are not permitted in CVP, IS, UT or any Residential (R) Zones)
13. Does sign project over Public Property or Sidewalk? Yes _____ No _____
 - If yes, by how much? _____
 - If yes, how far back is leading edge of sign from any curb face? _____

NOTE: Any applicant for a permit to locate a projecting sign over a public right-of-way, in accordance with this Ordinance, **shall file with the Code Administrator a certificate of insurance indemnifying the City of Concord against any form of liability** in a minimum amount as specified by the Finance Director. No permit shall be issued prior to the receipt of said certificate and the permit shall be valid only so long as the certificate remains in effect. The policy shall provide for advance notification to the Code Administrator in the event of cancellation. If the policy should lapse or be canceled, the applicant shall remove the sign immediately. (Article 28-6-11.a)

14. Does the sign require Design Review? Yes _____ No _____; Historic Dist. Review? Yes _____ No _____
 - Design Review is Required (Article 28-6-9.f) if any of the following apply:
 - i. The sign is to be located in a Performance (P) District
 - ii. The Development requires Major Site Plan Review, Article 28-9-4.d.1
 - iii. The sign area is greater than the maximum in Column 1 of Table 28-6-9.a
 - iv. The sign is the second or third freestanding sign on a lot

(Continued on back)

15. The following supporting documents shall be submitted with this application. If Design Review is required two (2) full sets of supporting documents must be submitted.

- (a) Full color plan of the proposed sign, to scale, showing construction materials, method of support and/or attachment and method of illumination.
- (b) An accurate plan of the lot, to scale, showing the location of buildings, parking lots, driveways, and landscaped areas;
- (c) Photographs or architectural elevations of existing buildings, and elevations of any proposed buildings;
- (d) An accurate indication on the plan, photographs, and architectural elevations of the location of all existing signs;
- (e) A photograph and description of each existing sign including type, size, colors, copy, height above ground, materials, and method of illumination; and
- (f) An accurate indication on the plan, photographs, and architectural elevations of the location of proposed or future signs for which applications for permits will be submitted, and a description and depiction of the type, size, colors, copy, height above ground, materials, and method of illumination.

16. Conditions of Permit:

- (a) The Code administrator or his authorized agent may revoke this permit at any time.
- (b) All signs shall conform to all requirements of the Zoning Ordinance for the district in which they are located.
- (c) All signs must be constructed of materials and methods conforming to the minimum standards of the City of Concord Building Code.
- (d) All signs, which are illuminated or supplied with electric power, must be UL listed and installed in accordance with the City of Concord Electric Code and shall require separate Electrical Permits.
- (e) Sign permits are not transferable in case of change of ownership, relocation or alteration of size or structure.
- (f) This permit shall expire if work is not commenced within six months or if work is suspended or abandoned for a six month period thereafter.

This permit is granted under the conditions printed above which are agreed to by the applicant.

17. Fees

Application Fee: _____

Design Review: _____

Total Square Feet of sign (length X width): _____ ft² X _____ \$/ ft² = _____

Total: \$ _____

Applicant: _____

Date: _____

Note: The complete Code of Ordinances is Online at www.onconcord.com.

Sign Regulations are covered under Article 28-6. Sign Regulations

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